

# INFORMATION BULLETIN

## JOB TRAINING PARTNERSHIP ACT

Number: B99-2

Date: July 16, 1999

Expiration Date: 06/30/00

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TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
EDD JOB SERVICE OFFICE MANAGERS  
JTPD STAFF

SUBJECT: FOURTH QUARTER AND YEAR-END REPORTING REQUIREMENTS

The purpose of this information bulletin is to provide information regarding fourth quarter reporting deadlines for Title II, Title III, and Title IV-C financial and participant reports for Program Year (PY) 1998/1999. All Service Delivery Areas (SDA) will be required to transmit financial and participant information in electronic format (direct transmission) through the Job Training Automation (JTA) system and submit original signed hard copies.

If you have any questions, please contact Judi Bauman of the Financial Management Unit (FMU) at (916) 654-8276 for Title II and Tristyn Schmidt at (916) 654-7617 for Title III. For questions regarding "Closeouts," contact Debra Shepherd of the FMU at (916) 654-2418 or Tom Bates at (916) 653-9490. For participant reporting questions, please contact Marcia Painter of the Data Analysis Unit (DAU) at (916) 654-7607 for Title II and Andy Flennoy at (916) 654-8298 for Title III.

/S/ BILL BURKE  
Assistant Deputy Director

Attachments

### Fourth Quarter Deadlines

PERIOD ENDING	DUE DATE	SUBGRANTS	REPORT FORMS
June 30	July 20	National Reserve Account Projects	10E, 11, 12E
	July 25	All Funding Sources excluding Title II B	Individual Participant Data
		All Title II	10, 11, 12
		Title III Formula 60%	10E, 11, 12E
		Title III Governor's 40%	10E, 11, 12E
		Title III 40% Veterans	10E, 11, 12E
		Title III Rapid Response	10E, 11, 12E, JTPA 121, and 122R
		Title III Veterans Match	10E, 11, 12E
		Title IV-C Veterans Program	12, * Supplemental (veterans.ace) Report
	August 4	8% Education	10, 11, 12

\* See VP98-3 for information about the report.

### Fourth Quarter Revisions

PERIOD ENDING	DUE DATE	SUBGRANTS	REPORT FORMS
June 30	August 20	National Reserve Account Projects	Revisions to the 10E, 11, 12E
		All Funding Sources excluding Title II B	Revisions to the Individual Participant Data
		All Title II	Revisions to the 10, 11, 12
		Title III Formula 60%	Revisions to the 10E, 11, 12E
		Title III Governor's 40%	Revisions to the 10E, 11, 12E
		Title III 40% Veterans	Revisions to the 10E, 11, 12E
		Title III Rapid Response	Revisions to the 10E, 11, 12E, JTPA 121, and 122R
		Title III Veterans Match	Revisions to the 10E, 11, 12E Revisions to the 12,
		Title IV-C Veterans Program	Supplemental (veterans.ace) Report. See VP98-3 for information on this report.
		8 % Education	Revisions to the 10,11,12

Revisions to the 10, 10E, and 11: These revisions will be accepted until August 20, 1999. If a revision is received after this deadline, original fourth quarter reports or any revisions received between July 25, 1999, and August 20, 1999, will be used to calculate final performance outcomes for Program Year (PY) 1998/1999.

Revisions to the 12 and 12E: These revisions will be accepted until August 20, 1999. If a revision is received after this deadline, original fourth quarter reports or any revisions received between July 25, 1999, and August 20, 1999, will be used to calculate the funds utilization (recapture) status of the Service Delivery Area.

Revisions to IPD: These revisions will be accepted until August 20, 1999.

For additional information, please refer to *Attachment 5* for contact list.

## Forms Information

FORM #	REPORT NAME	SUBGRANT	TYPE OF REPORT
10	JTPA Quarterly Status Report. Participant and Termination Summary	Title II	Participant Report
10E	JTPA Title III Monthly / Quarterly Participant and Termination Summary	Title III, Title III Veterans, NRA	Participant and Financial Report
11	JTPA Quarterly Status Report. Participant Characteristics Summary	Title II and III, Title III Veterans and NRA	Participant Report
12	JTPA Summary of Expenditures Report-Title II	Title II	Financial Report
12E	JTPA Summary of Expenditures Report	Title III, Title III Veterans and NRA	Financial Report
121	Rapid Response Assistance Onsite Visit Report	Title III Rapid Response	On-site Visit Report
122R	JTPA Title III Rapid Response Batch and Monthly Expenditure Report	Title III Rapid Response	Financial and Batch Report
IDP	Individual Participant Data	Title II and III	Participant Report

## Other Important Information

1. Important contact information and mailing addresses are provided in *Attachment 5*. Separate reports are required for each funding source (grant code) within a subgrant. Please do not use any font smaller than 10 on the hard copy
2. On the 10E and 11 reports for the Title III Governor's 40 percent and the National Reserve Account Projects, please report "Project to Date" (i.e., from the inception of the project to June 30, 1999) participant information; do not report Program Year (July 1, 1998 through June 30, 1999) participant information. Also, the 10E reports must include current and prior year expenditure data in Section V. Enter Year of Allocation (YOA) 1997 and 1998 in the YOA cells. Then enter the cumulative expenditures under each YOA. Note that if you do not have 1997 funding, then indicate "0" in the cumulative expenditures under 1997. Also, if 1997 is fully expended, please enter the total (full) expenditures under 1997. Both years need to be reflected in this section; otherwise, the report will go into the hold table in the Job Training Automation (JTA) system.
3. Individual Participant Data (IPD): JTA users must execute the XIPD program to extract the IPD information to be transmitted to the State. The program must be run immediately after the PJ10, PJ10E, and PJ11 reports are run to ensure consistent participant information. The State will use the IPD information to submit an initial Standardized Program Information Report (SPIR) to the Department of Labor on August 15, 1999, and a revised SPIR on September 30, 1999. The SDAs will receive a listing of SPIR errors if your July 25, 1999, IPD submission contains errors. If you need technical assistance on the IPD, please contact the JTA Customer Support Unit at (916) 653-0202.
4. Electronic format (JTA transmission) and signed original hard copy reports are required for all fourth quarter and revised fourth quarter reports. Note that this is a departure from the three prior quarters' requirements, where electronic transmission alone was sufficient. The fourth quarter and revised fourth quarter reports will serve as basis for the State's calculation of performance standards and funds utilization, and therefore, must be officially signed by the Service Delivery Area (SDA).

All electronic format transmissions and signed hard copy reports must be received by the Job Training Partnership Division (JTPD) on or before the indicated deadlines. If an SDA faxes hard copy reports, these faxes must have authorized signatures and be received by the JTPD no later than close of business on the deadline followed by the original hard copy reports submitted through the mail.

5. Please ensure all entities involved in your local reporting process (including fiscal accounting and service providers) are aware of the final reporting deadlines for Program Year (PY) 1998/1999.
6. The JTA users should ensure the JTA system administrator has updated the Enter Grant Control Data Table, Field 06, and Report Closeout Date to August 20, 1999, or earlier.

## Reporting Contact Information

<b><u>Report</u></b>	<b><u>Contact</u></b>	<b><u>Telephone Number</u></b>
Title II Expenditure Reports	Judi Bauman	(916) 654-8276
Title II Participant Reports	Marcia Painter	(916) 654-7607
Title III Expenditure Reports	Tristyn Schmidt	(916) 654-7617
Title III Participant Reports	Andy Flennoy	(916) 654-8298
Title III Rapid Response Reports (Forms JTPA 121 and 122R)	Tristyn Schmidt	(916) 654-7617
Title III National Reserve Account (NRA) Expenditure Reports	Debra Shepherd	(916) 654-2418
Title III NRA Participant Reports	Joannie Ornelas	(916) 654-6634
IPD / XIPD	Annette Wolfgang	(916) 654-9600
Post Program Follow-Up	Sonja Kennedy	(916) 654-9999

Fax number for submitting any of the above reports: (916) 654-9586 or (916) 654-9657.  
All fax transmittals must be supported by original signed hard copies.

### **Mailing Addresses**

#### **Title II and III Expenditure and Participant Reports (Forms 10, 10E, 11, 12, and 12E)**

Original signed hard copies should be mailed as follows:

##### **First Class Mail**

Attn: Financial Management Unit  
Job Training Partnership Division  
Employment Development Department  
P.O. Box 826880, MIC 69  
Sacramento, CA 94280-0001

##### **Overnight Mail**

Attn: Financial Management Unit  
Job Training Partnership Division  
Employment Development Department  
750 N Street, MIC 69  
Sacramento, CA 95814

#### **Title III Rapid Response Reports (Form JTPA 121 and 122R):**

Original signed hard copies

##### **First Class Mail**

Attn: Tristyn Schmidt  
Job Training Partnership Division  
Employment Development Department  
P.O. Box 826880, MIC 69  
Sacramento, CA 94280-0001

##### **Overnight Mail**

Attn: Tristyn Schmidt  
Job Training Partnership Division  
Employment Development Department  
750 N Street, MIC 69  
Sacramento, CA 95814